

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 23-301

28 JULY 1997

Supply

ENERGY MANAGEMENT



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 23-3, *Energy Management*. It establishes the Kirtland Air Force Base (KAFB) Energy Management Steering Group (EMSG) and the policies and procedures for the management of on-base utility and energy resources. This instruction assumes energy conservation encompasses the management of water as well as gas, steam, electricity and ground transportation fuels. It applies to all organizations on KAFB.

SUMMARY OF REVISIONS

This instruction has been significantly revised and updated.

1. KAFB Energy Management Steering Group (EMSG). The chairperson of the KAFB EMSG will be the 377th Air Base Wing (ABW) vice commander. In the absence of the vice commander, the meeting will be chaired by the base civil engineer (377 CEG/CC) or the designated alternate. The Base Energy and Water Management Office (877 CEO/CEOEE) will serve as recorder and will coordinate preparation of agendas and prepare meeting minutes. The KAFB EMSG will have the responsibilities and primary membership as set forth in this instruction.

1.1. 377 ABW Members . The primary members of the board will be:

- 1.1.1. Vice commander (CV), chairperson
- 1.1.2. Civil Engineer Group commander (CEG/CC)
- 1.1.3. Support Group commander (SPTG/CC)
- 1.1.4. Logistics Group commander (LG/CC)
- 1.1.5. Medical Group commander (MDG/CC)

- 1.1.6. Environmental Management director (EM)
- 1.1.7. Public Affairs chief (PA)
- 1.1.8. Comptroller (FM)
- 1.1.9. Transportation Squadron commander (LGT)
- 1.1.10. Services Squadron commander (SVS/CC)
- 1.1.11. 377 Civil Engineer Squadron commander (377 CEZ/CC)
- 1.1.12. 877 Civil Engineer Squadron commander (877 CEO/CC)
- 1.1.13. Engineering Division director (CEG/CEC)
- 1.1.14. Housing Division director (CEG/CEH)

1.2. Associate Members . The primary member will be the commander or a designated alternate who has control over the energy resources.

- 1.2.1. Phillips Laboratory (PL)
- 1.2.2. New Mexico Air National Guard (150th Fighter Wing)
- 1.2.3. 58th Special Operations Wing (58 SOW)
- 1.2.4. Field Command Defense Special Weapons Agency (FCDSWA)
- 1.2.5. Air Force Operational Test and Evaluation Center (AFOTEC)
- 1.2.6. Department of Energy (DOE)
- 1.2.7. Sandia National Laboratories (SNL)
- 1.2.8. Defense Commissary Agency (DeCA)
- 1.2.9. Army Air Force Exchange Services (AAFES)

1.3. Alternates . Primary members may assign their deputy or assistant as their alternate.

1.4. Meetings . The EMSG will meet as often as required but not less than quarterly. Normally, the meeting will be held at the call of the chairperson. Associate organizations who participate in the EMSG will send names of primary and alternate members to the Base Energy and Water Management Office. Except for official absence, attendance of primary members at scheduled meetings is mandatory. Alternates will attend in the absence of the primary members.

1.5. Responsibilities. The EMSG is responsible for the efficient management of all categories of energy resources used in facilities and vehicles. The EMSG is responsible for the management of the energy conservation program designed to achieve energy conservation goals established by higher headquarters. The EMSG also coordinates with the 377th Transportation Squadron (LGT) in the management of a program to facilitate and encourage the use of energy efficient modes of transportation by KAFB personnel in commuting to and from duty, such as carpooling, bicycling, taking the bus, etc.

1.6. Minutes . The EMSG recorder will publish minutes of the meeting. The minutes of the EMSG will be reviewed and approved by the 377 ABW commander prior to publication. The EMSG recorder will furnish a copy of these minutes to all members following the meeting.

2. Utility Conservation Policy and Exceptions. The following policy will be implemented in managing energy resources at Kirtland Air Force Base. Exceptions to this policy may be necessary for the protection and operation of computers, communications, medical operations, test, measurement and diagnostic equipment (TMDE) and other laboratories. All exceptions must be justified in writing and have the approval of the base civil engineer. Records on all waivers granted will be filed by the Base Energy and Water Management Office.

2.1. Utility Service Priority . Priorities for utility service are: mission essential facilities, directed mission support facilities, nonmission essential support facilities, and other facilities such as services facilities. The 377th Civil Engineer Group Readiness Division (CEX) will maintain contingency plans to deal with possible shortfalls of purchased electricity and heating fuels. Plans will be updated biannually.

2.2. Heating . Set heating system controls to the following space temperatures:

2.2.1. Forty Degrees Fahrenheit (40½F). In areas where heat is required to protect material and installed equipment from freezing.

2.2.2. Fifty-five Degrees Fahrenheit (55½F) . In areas of hangars, shops, warehouses, and buildings or sections of buildings where many employees work in a standing position (sorting, stacking, collecting, packing or crating, etc.). Set back to **40½F** during nonduty hours.

2.2.3. Sixty-eight Degrees Fahrenheit (68½F). In offices, classrooms, and other areas where people either sit to work or get little exercise if they stand. Set back to **55½F** during nonduty hours.

2.2.4. Seventy-five Degrees Fahrenheit (75½F) . In hospitals, except in administrative areas where **68½F** is appropriate.

2.2.5. Eighty Degrees Fahrenheit (80½F) . In special process rooms (e.g., paint shops and drying rooms).

Military family housing residents are encouraged to maintain reduced temperature settings consistent with family needs. Maximum heating temperature range is **68½F - 70½F**.

Use of auxiliary heating devices (e.g., space heaters) is prohibited. Use of circulating fans is authorized.

2.3. Cooling . Cooling system controls in all facilities with refrigerated air conditioning will be set to maintain an average space temperature of **78½F** during working hours with a minimum of **76½F** degrees. Operation of these systems during nonduty hours and intermediate seasons will be kept to a minimum. In facilities with evaporative cooling, the coolers will not be run before 0700 and will be turned off one-half hour before close of business. The use of circulating fans is authorized. Although military family housing is exempt from the **78½F** rule, residents are encouraged to conserve energy whenever possible. Additionally, the hospital, special process functions, TMDE labs and 377th Services Squadron activities are exempt from the **78½F** policy and will set cooling system controls to maintain an average space temperature of **72½F - 74½F**.

2.4. Hot Water . Where operationally practical, domestic hot water temperature controls will be set to maintain the following hot water temperatures. Administrative areas will have water heaters shut off where facility design permits.

2.4.1. In all latrines and toilet facilities without showers or tubs, the actual measured temperature of hot water delivered to the user will not exceed **100½F**.

2.4.2. In all latrines and toilet facilities with showers or tubs, the actual measured temperature of hot water delivered to the user will not exceed **110½F**. **EXCEPTIONS:** Family housing, food services, medical and child care facilities.

2.4.3. In buildings such as unaccompanied enlisted quarters where there may be toilet facilities with and without showers or tubs; where there is heavy and frequent use of bathing facilities; and where there is a common hot water supply system, the delivered temperature of **110½F** may be used throughout the facility.

2.4.4. Where laundry facilities are provided occupants will be advised of the water temperature limit and to use cold water type detergents if washing difficulties are encountered at **110½F**

2.5. Lights . Task lighting intensities in base facilities should not exceed 50 foot candles. Turn off all lights and electrical equipment when rooms will be vacant for more than 15 minutes including during the lunch hour. All computer screens will be turned off at close of work and whenever they are not in use. All lights will be shut off when not in use and after work hours.

2.6. Control Program . A program to monitor and control peak electrical demand will be maintained by the base civil engineer. The objective of this program is to lower utility costs and to encourage sound conservation practices. Energy management control systems will be installed and used in all new renovation and construction as coordinated with Base Energy and Water Management Office.

2.7. Water Conservation . The Base Energy and Water Management Office directs the Kirtland water conservation program as defined by the 23 August 1995 Memorandum of Understanding entered into by United States Senator Pete Domenici, the state of New Mexico, the city of Albuquerque, Team Kirtland, Public Service Company of New Mexico, the Department of Energy, the Federal Energy Management Program, Sandia National Laboratories, and the National Renewable Energy Laboratory. Our program strives to achieve a 30 percent water reduction by the year 2004 with a 1994 baseline. Our program will achieve this goal through an awareness and training effort across the base and in military family housing; renovation and retrofit programs; and xeriscape and low water landscaping programs.

2.8. Hot Line . An energy and water abuse hot line will be maintained by the Base Energy and Water Management Office. Consult the base newspaper (Focus) for the current number of the hot line.

3. Ground Transportation Fuels .

3.1. Per the Energy Policy Act of 1992, Executive Order 12902 (March 1994), and Air Force Materiel Command policy, the 377th Transportation Squadron (LG/LGT) administers the Alternative Fuels Conversion and Procurement Program. The 377th Supply Division (LG/LGS) will maintain a contingency plan for transportation fuel shortages.

3.2. All organizations will properly maintain government vehicles. Keep vehicle authorizations to a minimum. Organizations will not attempt to protect their authorizations by needlessly adding mileage to a vehicle. Drive only when necessary to carry out the mission and maintain posted speed limits. Do not leave the engine running when the vehicle is not being driven. Security forces vehicle operators will minimize vehicle idling to the greatest extent possible.

4. Reasonable Conservation Efforts. Unit commanders, through their building managers, will encourage compliance with conservation practices identified in this instruction, as well as such common conservation efforts as the use of passive solar heating during the winter (open the drapes or blinds on south and west-facing windows); passive solar cooling during the summer (closing those same drapes or blinds). Units will make all reasonable efforts to reduce energy and water consumption.

GARY D. DILLS, Colonel, USAF
Commander